



# ENVIRONMENTAL PROTECTION AGENCY

## Recommendation for Incentive Award (Two Page)

### Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:  
Not under your security in FPPS;  
Amount of award is \$5000 or greater; or  
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Mike Perry Employee ID #: (b) (6)

Position Title (optional): \_\_\_\_\_ PP-Series-Grade(optional): \_\_\_\_\_

Organization (optional): OMS-FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award  
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award  
☐ Time Off Award

Total Amount of Award (\$): \$500.00 AND/OR Total Number of Hours: \_\_\_\_\_

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☐ Intangible Benefit

Value of Benefit: ☐ Moderate ☐ Substantial ☐ High ☐ Exceptional  
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☐ General

### Narrative Justification for Award:

This award is given to Michael Perry in recognition of his quality performance to support the Office of Administrator (OA) with the Agency's space consolidation plan. Michael has done an outstanding job working with the OA to prepare and move staff's equipment and belongings. He was always responsive and available to address OA's move questions and requests. OA had a successful move due to Michael's leadership and direction. The Office of Administrative and Executive Services greatly appreciates Michael's support with OA.